

**JOHN KNOX PRESBYTERY
COOPERATIVE STUDENT INTERNSHIP PROGRAM (COSIP)**

**A Supervised Practice of Ministry project with
Dubuque Theological Seminary**

A person who is preparing for professional ministry needs to acquire knowledge of the Bible, theology, church history, preaching, pastoral care, teaching and church administration. That person also needs the experience of applying and reflecting upon that knowledge in an actual setting of ministry (such as a parish) where competent supervision is available.

The University of Dubuque Theological Seminary is located within the bounds of John Knox Presbytery, and the presbytery has both the opportunity and the responsibility to work with the seminary in the task of effective preparation of candidates for the Ministry of Word and Sacrament.

In the seminary curriculum, students are required to engage in supervised practice of ministry experiences. These experiences serve four purposes: 1) to help students develop and use effective skills for ministry; 2) to equip students with useful tools for evaluating their effectiveness in ministry; 3) to enable students to integrate the classical theological disciplines with the needs of the people they serve; and 4) to minister in areas of need.

John Knox Presbytery and the University of Dubuque Theological Seminary have agreed that they will work together to provide supervised practice of ministry opportunities for the seminary students in a variety of settings. Students will be engaged in doing the work of ministry (not "make-work" projects). Their work may be structured to allow for a partial "in-place" sabbatical for current staff, to allow current staff to pursue some specialized ministry thrust or continuing education opportunity, or in some similar manner such that the student experiences the broad range of the work of ministry.

The seminary student will be in the parish setting for 10-15 hours per week, working on responsibilities identified in the position description developed by the session of the teaching church and the supervising pastor. The supervisor will spend an hour per week with the student in a supervisory conference. A committee of the session will also meet periodically with the student for evaluation and support. It is the responsibility of John Knox Presbytery to assign a qualified representative to assist the teaching church in developing a suitable internship plan and to participate in the implementation and evaluation of the plan. This includes help in recruiting a capable supervisor, who may be the pastor of the teaching church, or (in the case of a church without pastoral leadership) someone else appointed by the presbytery. In some cases it may be necessary to include in the internship plan some arrangements for paying a supervisor's expenses.

Responsibilities of John Knox Presbytery

Through the Committee on Ministry (COM), John Knox Presbytery will oversee COSIP; this includes, but is not limited to the following responsibilities: a) to identify, recruit and approve teaching churches and supervisors with seminary concurrence; b) to approve the position description, with the concurrence of the seminary; c) to report to the presbytery the names of churches and persons participating in the program. The presbytery will also provide financial assistance to teaching churches based on application and available funds. Ordinarily such assistance will not exceed one half of the total cost of the internship.

Applications from teaching churches must be submitted to COM by June 1 in order to be included in the budget for the coming year. COM will review applications and make recommendations to the presbytery for inclusion in the budget process.

Responsibilities of the Teaching Churches

1. Develop the position description for the work of the seminary student and make application to COM. Applications must include:
 - A. Name and address of the church.
 - B. Name of pastor, or other person who will be supervising the student.
 - C. Job description for student work (10-15 hours per week).
 - D. Rational for request of student intern (ie. description in general terms of how student's work relates to church program plans).
 - E. Proposed budget for project, including the amount requested from the presbytery.
 - F. Anticipated term for internship (beginning and ending dates).
2. Consult with the seminary and the COM on the placement of the specific candidate.
3. Provide the funding necessary to cover expenses and a fair remuneration for the student over and above the funding provided by John Knox Presbytery.
4. Provide the supervisor who must be an ordained minister approved by the COM and by the seminary. The supervisor agrees to participate in the seminary supervisor training/orientation experience and to devote one hour a week to a supervisory conference with the student.
5. Establish a committee of lay persons to serve as a support group for the student. This committee is to provide the student with guidance and evaluation.
6. Provide appropriate housing for the student on those nights s/he is in the parish setting.

Responsibilities of the University of Dubuque Theological Seminary

1. Establish and administer training and evaluation processes for the supervisory dimension of the program:
 - A. training of pastor/supervisors
 - B. evaluation instruments and how to use them
2. Recruit Presbyterian (USA) students who are under the care of their presbyteries for placement in this program.
3. Collect, file and maintain the confidentiality of evaluation materials.
4. In consultation with the supervisors, grade the students on their work.
5. Provide John Knox Presbytery with the evaluations and other information which will aid the presbytery in its evaluation of the entire project.

*See Forms: "Application for Student Intern (COSIP)"